
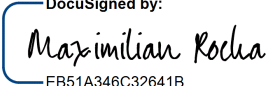


<b>BHS Policies and Procedures</b>		
	City and County of San Francisco Department of Public Health San Francisco Health Network BEHAVIORAL HEALTH SERVICES	1380 Howard Street, 5 <sup>th</sup> Floor San Francisco, CA 94103 628-754-9500 FAX (628) 754-9585
<b>Policy or Procedure Title: Equity Learning Policy for BHS Civil Service Employees</b>		
Issued By: Maximilian Rocha, Director of Systems of Care	<div style="border: 1px solid black; padding: 5px;"> <small>DocuSigned by:</small>    <small>EB51A346C32641B...</small> </div>	Manual Number: 2.06-22  References: CCSF Ordinance No. 188-19; DPH-HR Resource Center, Performance Planning & Appraisal Report (PPAR).
Effective Date: April 26, 2024		

### **New Policy**

**Equity Statement:** The San Francisco Department of Public Health, Behavioral Health Services (BHS) is committed to leading with race and prioritizing Intersectionality, including sex, gender identity, sexual orientation, age, class, nationality, language, and ability. BHS strives to move forward on the continuum of becoming an anti-racist institution through dismantling racism, building solidarity among racial groups, and working towards becoming a Trauma-Informed/Trauma Healing Organization in partnership with staff, members, communities, and our contractors. We are committed to ensuring that every policy or procedure, developed and implemented, leads with an equity and anti-racist lens. Our policies will provide the highest quality of care for our diverse members. We are dedicated to ensuring that our providers are equipped to provide services that are responsive to our members' needs and lived experiences.

**Purpose:** The Office of Justice, Equity, Diversity, and Inclusion (JEDI), formally known as the Office of Equity and Workforce Development, is committed to leading with race and prioritizing [Intersectionality](#), including sex, gender, sexual orientation, age, class, nationality, language, and ability. BHS JEDI strives to move forward on the [Continuum of Becoming an Anti-Racist Multicultural Institution](#) through [Dismantling Racism](#), interrogating [White Supremacy Culture](#), building solidarity between racial groups, and working towards becoming a healing organization in partnership with staff, members, and communities. This policy will clarify and provide guidance to Behavioral Health Services' civil service employees on the SFDPH Office of Health Equity's (OHE) new [Equity Learning Requirement \(ELR\)](#) for the annual [Performance Plan and Appraisal Report \(PPAR\)](#).

**Background:** The BHS Office of Justice, Equity, Diversity and Inclusion (JEDI), which includes training, staff wellness, language services, community engagement, and inter/intradepartmental partnerships, is responsible for ensuring the normalizing, organizing and operationalizing of racial equity across all BHS Systems of Care.

Racial equity is the responsibility of everyone in the City and County of San Francisco, across the San

Francisco Department of Public Health (DPH), and within Behavioral Health Services (BHS), as mandated by the SF Human Rights Commission [Office of Racial Equity Ordinance](#), and in follow up from the [SF Mayoral Directive](#) *Ensuring a Diverse, Fair, and Inclusive City Workplace*. The Equity Learning Requirement (ELR), which all DPH employees are required to complete and report annually via the DPH Performance, Planning, and Appraisal Review (PPAR), is one small component of the larger BHS Racial Equity Action Plan, in coordination with the [DPH Racial Equity Action Plan](#), as required by the [SF Office of Racial Equity](#).

**Scope:** This policy is applicable to all BHS Civil Service employees.

**Policy:** San Francisco Department of Public Health (DPH) Human Resources (HR), in partnership with OHE, has added the Equity Learning Requirement (ELR) as part of the annual PPAR form. All employees are required to complete at least 4 credit hours of equity learning in the form of Equity Learning Units (ELUs), and managers/direct supervisors should help their employees identify relevant equity trainings to complete annually. ELUs will be assigned to all trainings presented or sponsored by the official division Equity Leads, and to those created by the Office of Health Equity.

- Trainings that are not on the DHR, OHE, or JEDI [approved list](#) must be approved by BHS JEDI before ELUs are to be assigned.
- A minimum of one ELU must be live, via in person or virtual training, requiring attendee interaction and participation in real time. The remaining ELR credit can be completed through online learning platforms, readings, and or videos related to equity.
- Completion of one equity training module on the Relias Learning Platform is required for ELR.
- BHS employees must enter their Equity Learning Units (ELUs) into the Relias Learning Management System.
- Managers and direct supervisors are required to allow all employees protected time to complete equity trainings. The following also apply towards meeting the training requirement:
  - Employees in the Equity Champions program will automatically receive credit towards their ELR.
  - Those facilitating BHS affinity groups will automatically fulfill their ELR.
  - Participants in BHS affinity groups can receive credit towards their ELR.
  - Participants in the Racial Equity Action Council (REAC) can receive credit towards their ELR.
- Group/worksite participation in equity trainings created by JEDI will be followed with a comprehensive learning and evaluation plan, which will require partnership with JEDI on implementation.

**Procedure:** BHS civil service staff may meet this requirement in following ways:

1. Complete one of the pre-approved equity trainings listed in the [Equity Learning Requirements page](#) on the BHS JEDI Portal.

2. Complete equity trainings from the Relias Online learning platform at <https://sfdph.training.reliaslearning.com/>. Employees with access to Relias learning will be able to find equity courses. BHS civil service staff can visit the [“Pre-Approved Equity Learning Units”](#) section of the JEDI Portal page for more information. Additionally, employees will be able to submit their certificate of completion and/or 100-word minimum reflection in Relias.
3. Complete one of DPH HR’s approved ELR trainings listed on [DPH HR’s Resource Center-Equity Initiatives SharePoint site](#).
4. Complete one of [ZSFG’s Equity Resources](#).
5. All employees are required to complete the DHR trainings such as “Introduction to Health Equity and Introduction to Implicit Bias” on the SF Learning Portal. One ELU will be awarded upon first time completion of the training. Employees can repeat the trainings every fiscal year to receive 0.50 ELU towards their ELR.
6. Complete readings related to equity. All readings regardless of hours required for completion are counted as 1 ELU. The title and author should be entered into the ELR tracking system (Relias) along with a written reflection of 100 words minimum. Instructions on how to enter written reflections in Relias can be found in the [“Tracking Equity Learning Units”](#) section on the JEDI Portal.
7. Watch Equity-related videos. Upon completion of a video, employees are required to submit a minimum reflection of 100 words to receive credit along with a link to the video. Videos one hour or more in length are counted as 1 ELU. Instructions on how to enter written reflections in Relias can be found in the [“Tracking Equity Learning Units”](#) section on the JEDI Portal.
8. Attend in-person/virtual training with active engagement such as the Black African American Health Initiative (BAAHI) Equity Learning Series (ELS), BHS Racial Equity Action Council (REAC), BHS Affinity Groups, DHR in-person Equity trainings, Racial Equity Townhalls, Equity Speaking Engagements, Racial Equity Champion trainings, DPH or County lead Cultural Heritage Celebrations, etc.
9. BHS civil service staff are encouraged to find and complete equity-related trainings, conferences, and other learning activities on their own or as a group that relate to their area of work or public health. These trainings should relate to racial and/or health equity and should support their learning and development. Group activities with other staff (reading an equity-related article and discussing it together, or watching an equity-related video and having a discussion as a group) are also encouraged. BHS staff can request ELUs for equity learning that are not pre-approved.

#### Equity Trainings Request for Approval

If employees would like approval of additional trainings of interest to meet equity learning requirement that are not on the [pre-approved list](#), please visit the JEDI Portal website on “Obtaining Approval for External Equity Learning Units” and submit all request using the [ELR Request for Credit Approval form](#).

Request for credit approval may be submitted after attending a training; however, credit is not guaranteed. Please allow 5-7 business days for review and potential approval of trainings.

**Documents for Proof of Equity Training**

Employees must enter and track in Relias all completed trainings along with supporting links and/or documents of completion. Log into [Relias](#) to enter and track ELUs. To learn more about how to track your ELUs in Relias, please visit the section on "[Tracking Equity Learning Units](#)" in the JEDI Portal.

Proof of Equity Training completion are required. Any of the following can be uploaded to Relias to meet those requirements:

- Certification of Completion (Email confirmation, e-certificate, or scanned paper certificate).
- Registration.
- Agenda and/or flyers.
- Screen shot from event.

In addition, when submitting written reflections with 100-word minimums, some questions to keep in mind are:

- What are your thoughts on the content?
- How does this apply to your work in BHS?

**Contact Person:**

Kristalia Williams, Equity Training Manager, BHS JEDI, 628-754-9269

**Attachment(s):**

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